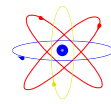


Family Carers Partnership Board in Suffolk



Terms of Reference

A carer is anyone who supports, unpaid, a friend or family member who due to illness, age, disability, mental health issues, addiction, crime, or trauma, is unable to cope without their support.

Purpose

The role of the Family Carers Partnership Board (FCPB) is to act as a critical friend. Its purpose is, strategically, to influence the development, planning and direction of services to improve the quality of lives of carers and those they care for.

The Board brings together family carers and representatives from statutory, charitable, community, and private organisations to strengthen working relationships between the partners. The Board is an equal partnership of organisations and family carers.

The Board provides strategic oversight of the delivery of the All-Age Carers Strategy 2022-27 and will be guided by the strategy and its five pillars in its activities. These pillars are:

1. Early identification of carers
2. Improved information and advice
3. Young carers to have the same priority as adult carers
4. Systems and services that work for carers
5. Improved health and wellbeing for carers

Governance and Reporting

The FCPB has no formal powers delegated by partner organisations. There is no change to the powers and duties of all organisations involved.

The Board will strive to influence closer ways of working towards shared goals. It provides a forum for collaboration and enabling information sharing between partners.

The FCPB contributes, as requested, to reports for consideration by the Suffolk Health and Wellbeing Board, including the realisation of outcomes from the All Age Carers Strategy and Action Plan.

Tasks

1. Oversee and steer delivery of the Suffolk All Age Carers Strategy 2022-27 and its Action Plan
2. Influence the planning of services and strategic developments for family carers
3. Contribute to local, regional and national strategies
4. Monitor inclusion and equality of access to services for all family carers
5. Monitor, assess and give feedback on the value and effectiveness of services

Membership

The FCPB aims to be open and inclusive, and will comprise the following:

- Family carer representatives
- Representatives from appropriate voluntary and community organisations
- Appropriate statutory services' representatives

Family carers are experts by experience and bring their own awareness of relevant issues. Family carers have the right to be Board members as individuals but also to attend as representatives of Family Carer Groups.

Representatives from the different sectors are expected to influence upwards in their organisations as required.

The role of the Chair is to facilitate the smooth running of meetings and to ensure that the views of all members are duly considered.

As deputy, the Vice Chair is the designated person to chair Board meetings in the Chair's absence.

Contributions from all members will be valued and space will be given for their contributions to be heard. Any points made should be constructive with a focus on positive solutions and recommendations.

If a member is unable to attend, they should send their notification at the earliest opportunity and if possible, arrange for a deputy to attend on their behalf.

Frequency and Agendas

- Meetings will be held quarterly.
- Extraordinary meetings can be called by any member of the Board, in consultation with all other members with agreement of the Chair.
- Any member of the Board may suggest future agenda items.
- Agendas will be sent out to members two weeks before each meeting.
- The agenda forward look will be shared with members.
- Summary minutes of meetings will be made available, confirming key actions and responsibilities, within ten working days following each meeting.

Funding

As the sponsor of the FCPB, Suffolk County Council is committed to supporting the Board through the provision of officer time and limited funding from the Suffolk County Council Carers Budget.

Reimbursement for reasonable travel expenses and replacement care can be considered where it is required to enable family carers to attend and participate with the Board.

Communications

The FCPB Terms of Reference, details of aims of the Board, and details of upcoming Board meetings are hosted on the Suffolk Family Carers website.

Lifespan of the Terms of Reference

The Terms of Reference will be reviewed every three years.

This version of the Terms of Reference was agreed on 10th December 2024.

The Board plans to review them again in December 2027.